

# **New York State Testing Program**

**English Language Arts  
and Mathematics Field Tests**

**School Administrator's  
Manual for Paper-  
Based Field Testing**

**May 29–June 8, 2018**

**Grades 3–8  
2018**



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# Table of Contents

<b>Overview .....</b>	<b>v</b>
2018 Contact Information.....	vi
Field Test Schedule and Important Administration Dates .....	vi
<b>How to Use this School Administrator’s Manual .....</b>	<b>1</b>
<b>Part 1:</b>	
<b>Preparing for the Field Tests .....</b>	<b>3</b>
General Features of the 2018 Grades 3–8 English Language Arts and Mathematics Field Tests.....	4
Field Test Security Requirements and Responsibilities .....	5
Students to Be Field Tested.....	7
Administrator’s Planning Steps for PBT Field Test Preparation .....	9
<b>Part 2:</b>	
<b>Administering the Field Tests.....</b>	<b>13</b>
School Administrator Responsibilities.....	14
Prepare the 2018 Grades 3–8 English Language Arts Secure Paper-Based Field Test Materials .....	15
Prepare the 2018 Grades 3–8 Mathematics Secure Paper-Based Field Test Materials .....	16
Supervision of Students.....	18
Concluding the Field Test Session .....	21

# Appendices

Appendix A: School Administrator’s Checklist for PBT.....	A-2
Appendix B: Secure Materials Tracking Log.....	A-3
Appendix C: Mathematics Tools .....	A-4
Appendix D: Testing Accommodations for English Language Learners/ Multilingual Learners.....	A-5
Appendix E: Testing Accommodations for Students with Disabilities .....	A-6
Appendix F: Specific Field Testing Accommodations .....	A-7

# Overview

## 2018 Contact Information

For assistance with:	Contact:
<ul style="list-style-type: none"> <li>• Requesting additional secure field test materials, such as field test booklets (including large type, braille, and alternative language editions), that were not originally requested</li> <li>• Returning secure field test materials</li> </ul>	Questar Assessment Inc. (Questar) Customer Support Fax: 1-866-688-0419 <u>Email</u> ( <a href="mailto:ny.3-8.help@questarai.com">ny.3-8.help@questarai.com</a> )
<ul style="list-style-type: none"> <li>• Errors in the school' s shipment of secure field test materials, such as field test booklets (including large type, braille, and alternative language editions)</li> </ul>	Questar Customer Support Telephone: 866-997-0695 Fax: 1-866-688-0419 <u>Email</u> ( <a href="mailto:ny.3-8.help@questarai.com">ny.3-8.help@questarai.com</a> )
<ul style="list-style-type: none"> <li>• Administration of the field tests</li> <li>• Testing policies regarding accommodations and security of field test materials</li> </ul>	The Office of State Assessment Telephone: 518-474-5902

**Important reminder: Check the Office of State Assessment's web site regularly for updates on the 2018 Grades 3–8 Field Testing Program (<http://www.p12.nysed.gov/assessment>).**

## Field Test Schedule and Important Administration Dates

Events	Grades 3–8 English Language Arts and Mathematics
<i>School Administrator's Manual, Teacher's Directions, and Secure Field Test Materials Arrive at Schools</i>	Wednesday, May 23–Thursday, May 24
Field Test Administration Window	Tuesday, May 29–Friday, June 8
Last Day for Material Pick-Up	Tuesday, June 12

# How to Use this School Administrator's Manual

The instructions in this manual explain the responsibilities of school administrators for the New York State Testing Program (NYSTP) Grades 3–8 English Language Arts and Mathematics Field Tests. School administrators must be thoroughly familiar with the contents of the manual, and the policies and procedures must be followed as written, so that field testing conditions are uniform statewide.

This *School Administrator's Manual* serves to guide school administrators in general field test administration activities for paper-based testing (PBT).

Instructions for field test administration in the classroom are provided in the *2018 English Language Arts Field Tests Teacher's Directions for Paper-Based Testing* and the *2018 Mathematics Field Tests Teacher's Directions for Paper-Based Testing*.

Questions concerning the administration of these field tests should be directed to the Office of State Assessment (OSA) at 518-474-5902.





# Part 1:

## Preparing for the Field Tests

# General Features of the 2018 Grades 3–8 English Language Arts and Mathematics Field Tests

The New York State Education Department (NYSED), along with its contractor, Questar Assessment Inc. (Questar), constructed the 2018 Grades 3–8 English Language Arts and Mathematics Field Tests. Teachers from across the State work with the Department in a variety of activities, such as writing and reviewing test questions, and selecting the questions that will be included on the field tests, to ensure that the field tests are aligned to the New York State Learning Standards.

The paper-based field tests are to be administered **May 29–June 8, 2018**. The 2018 Grades 3–8 English Language Arts and Mathematics Field Tests will consist of one session. Schools have been assigned a specific grade for the English Language Arts Field Test or a specific grade for the Mathematics Field Test. The field tests can be administered to groups or classes of students in a single class period of approximately 40 minutes.

The principal must arrange for the collection, secure storage, and return of all used and unused field test booklets, as soon as the field test is completed.

The field test does not need to be administered on the same day to every student in the field-tested grade. Schools can choose to administer the field test on as many days as they choose, within the field test window.

# Field Test Security Requirements and Responsibilities

The purpose of the NYSTP field test security requirements is to protect the validity of the field test results. This section of the *School Administrator's Manual* specifies security responsibilities and planning procedures that must be followed, specifically:

- The security and accounting measures of secure field test materials;
- Specifications of who is responsible for maintaining field test security; and
- The chain of responsibility in field test security.

Principals are responsible for ensuring that all proctors and school personnel authorized to have access to secure field test materials comply with the requirements and instructions contained in this part of the manual.

To minimize the number of field testing irregularities, principals should conduct a review of the field test administration procedures, prior to the field test administration, with all faculty and staff who will be involved in the field test administration. In addition, to preserve the integrity of the field test materials, advise all teachers administering this field test that they are not to discuss field test questions or other specific field test content online via email or LISTSERV or through any other electronic means. **Teachers and field test administrators may not use cell phones or other photographic devices to duplicate field test materials and should keep their own personal communication devices put away during field testing, using them only in emergency situations.** Please note that shrink-wrapped packages of field test booklets cannot be opened prior to the distribution of field tests to students.

## Field test security responsibilities of the principal or designee:

- Authorize specific personnel to serve as proctors, and train them to properly administer the field tests.
- Designate other school personnel permitted to access secure field test materials, and train them in field test security requirements.
- Advise all staff that they are not to discuss field test questions or other specific field test content with each other, with others online via email or LISTSERV, or through any other electronic means.
- Prior to delivery date of secure field test materials, make arrangements to:
  - Be notified when the secure field test materials arrive,
  - Inventory the secure field test materials, and
  - Store the secure field test materials in a secure location.
- Develop additional local policies and procedures necessary to ensure maximum field test security at all times.

- ❑ Deliver a copy of the Field Test *Teacher's Directions* (which is not secure) to each teacher who will be administering the field test.
- ❑ Conduct a review of the field test administration procedures, prior to the field test administration, with all personnel who will be involved in the field test administration.
- ❑ After the conclusion of the field test, arrange for the collection, secure storage, and return of all used and unused secure field test materials (regular, translated, large type, and/or braille field test booklets and mathematics field test reference sheets) to Questar.

## Field test security responsibilities of proctors:

- ❑ Receive training in administering field test sessions properly and securely.
- ❑ Review the Field Test *Teacher's Directions* and:
  - Understand the security requirements before administering field test sessions.
  - Read the scripts and directions prior to the field test administration.
- ❑ Provide students with all required field test materials.
- ❑ Administer the field tests during the assigned field testing window.
- ❑ Make arrangements in advance to seat students and prepare a secure field testing environment.
- ❑ Prevent the use of unapproved materials (see page 18 for approved and unapproved materials).
- ❑ Follow proper procedures for students with disabilities; see **Testing Accommodations for Students with Disabilities** located in **Appendix E**.

## Shared field test security responsibilities of principals, proctors, and all other school personnel authorized to have access to secure material:

- ❑ Receive training in field test security requirements and field test administration protocols.
- ❑ Document the location of secure printed materials at all times using the **Secure Materials Tracking Log**, located in **Appendix B**.
- ❑ Ensure the security of the field testing environment.
- ❑ Ensure the security of field test questions, field test booklets, and other secure materials. Do **not**:
  - Leave secure materials unattended when field tests are not being administered.
  - Read, reveal, review, or duplicate the contents of secure field test material before, during, or after a field test administration.
  - Duplicate any portion of the field test, including but not limited to audiotaping, videotaping, photographing, photocopying, and copying by hand.

- Remove secure printed field test materials from the school without authorization.
- Read, review, or change student responses.

## Students to Be Field Tested

Your school is asked to administer the field test to all students in the assigned grade and subject who participated in the 2018 Grades 3–8 English Language Arts and Mathematics Operational Tests, subject to the availability of special editions that some students may require. For the paper-based field tests, regular, braille, large type, and Spanish editions (for Mathematics only) will be available. Your school is not expected to include students in the field test who, during the operational test, made use of a special edition that is not available for the field test.

### English Language Learners/Multilingual Learners

The following English Language Learners/Multilingual Learners **may be exempt** from taking the 2018 Grades 3–8 English Language Arts and Mathematics Field Tests:

- *Recent Entrants*—Schools are permitted to exempt from the 2018 English Language Arts Field Tests those English Language Learners/Multilingual Learners (ELLs/MLLs) (including those from Puerto Rico) who, on April 1, 2018, had been attending school in the United States for the first time for less than one year and who were exempted from the 2018 Grades 3–8 English Language Arts Operational Tests.
- *Students Requiring Translated Editions of the 2018 Grades 3–8 Mathematics Field Tests*
  - Translated editions are **available only in Spanish** for the 2018 Grades 3–8 Mathematics Field Tests.
  - Schools are permitted to exempt those students from the 2018 Grades 3–8 Mathematics Field Tests who used other translated editions for the 2018 Grades 3–8 Mathematics Operational Tests.
- *Students Requiring Oral Translation*—Students who required an oral translation for lower-incidence languages or who wrote responses in a native language other than Spanish for the 2018 Grades 3–8 Mathematics Operational Tests are **exempt** from participating in the 2018 Grades 3–8 Mathematics Field Tests. Translation services need not be provided for the 2018 Grades 3–8 Mathematics Field Tests.

Information on accommodations for English Language Learners/Multilingual Learners who are not exempt is provided in **Appendix D**.

## Students with Disabilities

The following students with disabilities must be exempt from taking the 2018 Grades 3–8 English Language Arts and Mathematics Field Tests:

- *Students who use reformatted tests*—Format changes to the field test such as the re-spacing of questions, enlargement beyond the standard edition, colorization, etc., are not to be made by schools. Students whose Individualized Education Program (IEP) or Section 504 Accommodation Plan (504 Plan) require reformatted tests are exempt from the 2018 Grades 3–8 English Language Arts and Mathematics Field Tests.
- *Students who participate in the New York State Alternate Assessment (NYSAA)*—The Committee on Special Education (CSE) must decide for each student, on a case-by-case basis, whether the student will participate in a particular general State test or in the New York State Alternate Assessment (NYSAA) for students with severe disabilities.

Information on accommodations for students with disabilities who are not exempt is provided in **Appendix E**.

## Absent Students

Students who are absent on the day that the school administers the 2018 Grades 3–8 English Language Arts or Mathematics Field Tests do not need to make them up. In addition, schools are not expected to administer the field tests to students who are receiving their instruction at home or in a medical setting.

# Administrator’s Planning Steps for PBT Field Test Preparation

The following information is provided to assist in preparation for administering the New York State 2018 Grades 3–8 English Language Arts and Mathematics Field Tests. A complete checklist of school administrator planning activities is provided in **Appendix A: School Administrator’s Checklist for PBT**.

## Long-Term Planning

Be sure to:

- Schedule field tests so as to avoid conflicts with recess or lunch.
- Announce administration of field test dates to students before the date that the field test is scheduled to be administered. All announcements should be made in such a way as to convey information without causing students to become overly anxious.
- Inform parents of the date and purpose of field testing. Parents should be asked to encourage students to do their best on the field test and to ensure that students are well-rested on the day of field testing.
- Familiarize students with the general types of questions on the field test and the procedures that they should follow when recording the answers to the field test questions. For additional instructions, refer to the *Teacher’s Directions* (<http://www.p12.nysed.gov/assessment/manuals>).
- Ensure that tests are administered within the field test window.

## Prepare Testing Room

Be sure to:

- Determine which room(s) will be used for field testing.
- Make sure that the room(s) in which the field tests are administered are well lit, well ventilated, and quiet.
- Make preparations before the field testing period to keep noise and other distractions to a minimum.
- Prepare a “Do Not Disturb” sign to place on the door in order to prevent interruptions.
- If field tests are to be administered in a classroom, clear work space of all books, papers, and other materials.
- Completely cover or remove from the walls all charts, blank or completed graphic organizers, number lines, mathematics tables, and all board work pertinent to English language arts and mathematics.
- Make arrangements in advance to seat students so that each student will be clearly visible to the proctor at all times and so that there will be the least possible opportunity for any communication between students. Seating of students in alternate rows is recommended.

## Receive Field Test Materials

- All field test shipments will be delivered by UPS and may be delivered at any time between the hours of 8:00 a.m. and 5:00 p.m. (ET). Field test booklets and the *Teacher's Directions* will be sent by Questar. The shrink-wrapped packages of secure field test booklets must not be opened during the inventory. All secure field test materials must remain sealed until the field test administration date.
- Use the Packing List provided in Box 1 of your shipment to inventory the following materials received from Questar:
  - *School Administrator's Manual*
  - Paper Bands
  - Labels—UPS and CHERRY Questar Return Address Label
  - Field Test *Teacher's Directions*: Schools will receive one Field Test *Teacher's Directions* for every 20 field test booklets.
  - Pre-ID student labels: Schools should have pre-ID student labels for each student participating in this field test administration.
  - Header Sheet: Before returning secure materials to Questar, each school will complete a Header Sheet and place it on top of the field test materials in Box 1.
  - Field Test Booklets: The regular edition of the field test booklets will arrive shrink-wrapped in packages of 5 or 15.
  - Contact Questar Customer Support at 866-997-0695 or [email](mailto:ny.3-8.help@questarai.com) (ny.3-8.help@questarai.com) after taking inventory, if you determine that additional items are needed.

**All secure field test materials must remain sealed until the field test administration date. Boxes used for delivering materials to your school should be kept for storing and returning completed field test booklets.**

- Place all secure field test materials in the storage location as soon as they are received.
- Restrict access to the field test materials.
- Do not remove shrink-wrapped packages of secure material from the safe or vault, except for the inventory of field test materials, until the day on which the field tests are scheduled to be administered.
- Use **Appendix B: Secure Materials Tracking Log** to document the movement of materials and account for all secure field test materials.
- Check the safe or vault where secure field test materials are being stored daily to ensure that the secure field test materials have not been tampered with and remain secure.
- Maintain the combination or key to the safe or vault under strict security conditions to preclude access to the secure field test materials.



## Plan Secure Field Test Materials Storage

The paper-based English Language Arts and Mathematics Field Tests must be stored in the safe or vault of the building where the field tests will be shipped. The principal must ensure that access to the safe or vault is restricted. If the building where the field tests will be administered does not have a safe or vault large enough to hold the secure field test materials, arrangements must be made to store them at a location with an appropriate safe or vault. If you have specific questions concerning the storing of field test materials, please call OSA at 518-474-8220.

## Tools for the 2018 Grades 3–8 Mathematics Field Test Administration

### Use of Reference Sheets

Each student in Grades 5, 6, 7, and 8 must have a grade-specific mathematics reference sheet for his or her exclusive use during the field tests. These reference sheets include the necessary formulas and reference information that students need to assist them in answering certain mathematics questions. These are provided as tear-out sheets in the front of the field test booklets.

### Use of Rulers and Protractors

Each student must have a ruler for his or her exclusive use during the mathematics field test. Each student field testing in Grades 4, 5, 6, 7, and 8 mathematics will need to have a protractor for his or her exclusive use during the field test.

### Use of Calculators

For Grade 6, all students are to be provided with a four-function calculator with a square root key or a scientific calculator; for Grades 7 and 8, all students are to be provided with a scientific calculator. **Graphing calculators are not permitted.** Students may not use calculators that are capable of symbol manipulation or that can communicate with other calculators through infrared sensors, nor may students use operation manuals, instruction formula cards, or other information concerning the operation of calculators during the field tests.

Tool	Grades	Usage Notes
Ruler	Grades 3–8	Examine all rulers to be sure they are in adequate condition and that they do not have pertinent information, such as mathematics formulas, written on them.
Protractor	Grades 4–8	Examine all protractors to be sure they are in adequate condition and that they do not have pertinent information, such as mathematics formulas, written on them.
Four-function calculator with a square root key or scientific calculator	Grade 6	Examine all calculators to be sure they are in adequate condition and that they do not have pertinent information, such as mathematics formulas, written on them and that the memory on the calculator has been cleared.
Scientific calculator	Grades 7–8	

**Note:** Grades 3–5 students may not use calculators for any portions of the mathematics field tests.



# Part 2

## Administering the Field Tests

# School Administrator Responsibilities

**It is the responsibility of the school administrator to:**

- Inventory all field test materials.
- Store secure field test materials in a safe or vault, as designated in the school's Examination Storage Plan.
- Distribute the materials to the teachers or proctors, and ensure the security of the field tests.
- Ensure that paper-based secure field test materials remain sealed in their packaging until the dates on which they will be administered.
- Advise all teachers administering the field test that they are not to discuss field test questions or other specific field test content with each other, with others online via email, or through any other electronic means.
- Ensure that students with disabilities are provided allowable field testing accommodations as indicated on a student's IEP or 504 Plan.
- Ensure that teachers, aides, and assistants receive training, in order to ensure the correct implementation of field testing accommodations.

# Prepare the 2018 Grades 3–8 English Language Arts Secure Paper-Based Field Test Materials

In order to prepare the paper-based secure materials for field testing, schools must take the following steps:

- Verify that the school has a student identification label for each student in the class.
- If you did not receive a preprinted student identification label for a student, you must complete the student demographic section on the back cover of the field test booklet. It is recommended that teachers complete this demographic section for students prior to field testing. This is to ensure that students use the full allotted time for testing. If teachers do not complete this section ahead of time, allow students sufficient time to complete the demographic section on their field test booklets during the field test administration.

If the school chooses to affix the student label(s) prior to administration on the day of the field test, be sure that each student receives the field test booklet with his or her name on the affixed label.

**Under no circumstances may a school open the shrink-wrapped packages and affix the student identification labels to field test booklets prior to the day that the field test will be administered.**

The following chart lists the English language arts materials needed in each classroom at each grade level for the paper-based field tests.

English Language Arts	
Grades 3–8	<ul style="list-style-type: none"> <li>• <i>Teacher's Directions</i></li> <li>• Field test booklet (one per student)</li> <li>• No. 2 pencils (at least one per student)</li> </ul>

# Prepare the 2018 Grades 3–8 Mathematics Secure Paper-Based Field Test Materials

In order to prepare the secure materials for field testing, schools must take the following steps:

- Verify that the school has a student identification label for each student in the class.
- If you did not receive a preprinted student identification label for a student, you must complete the student demographic section on the back cover of the field test booklet. It is recommended that teachers complete this demographic section for students prior to field testing. This is to ensure that students use the full allotted time for testing. If teachers do not complete this section ahead of time, allow students sufficient time to complete the demographic section on their field test booklets during the field test administration.

If the school chooses to affix the student label(s) prior to administration on the day of the field test, be sure that each student receives the field test booklet with his or her name on the affixed label.

**Under no circumstances may a school open the shrink-wrapped packages and affix the student identification labels to field test booklets prior to the day that the field test will be administered.**

The following chart lists the mathematics materials needed in each classroom at each grade level for the paper-based field test. Reference sheets for grades 5–8 are included in each field test booklet.

Mathematics	
<b>Grades 3–4</b>	<ul style="list-style-type: none"> <li>• <i>Teacher’s Directions</i></li> <li>• Field test booklet (one per student)</li> <li>• No. 2 pencils (at least one per student)</li> <li>• Rulers (one per student)</li> </ul> <p><b>Grade 4 only:</b></p> <ul style="list-style-type: none"> <li>• Protractors (one per student)</li> </ul>
<b>Grades 5–6</b>	<ul style="list-style-type: none"> <li>• <i>Teacher’s Directions</i></li> <li>• Field test booklet (one per student)</li> <li>• Reference sheet (tear-out sheet in the field test booklet)</li> <li>• No. 2 pencils (at least one per student)</li> <li>• Rulers (one per student)</li> <li>• Protractors (one per student)</li> </ul> <p><b>Grade 6 only:</b></p> <ul style="list-style-type: none"> <li>• Four-function or scientific calculators with a square root key (one per student)</li> </ul> <p><b>Note:</b> Graphing calculators are <b>not</b> allowed.</p>
<b>Grades 7–8</b>	<ul style="list-style-type: none"> <li>• <i>Teacher’s Directions</i></li> <li>• Field test booklet (one per student)</li> <li>• Reference sheet (tear-out sheet in the field test booklet)</li> <li>• No. 2 pencils (at least one per student)</li> <li>• Rulers (one per student)</li> <li>• Protractors (one per student)</li> <li>• Scientific calculators (one per student)</li> </ul> <p><b>Note:</b> Graphing calculators are <b>not</b> allowed.</p>

# Supervision of Students

## Unauthorized Materials

Students should be under close supervision at all times during the administration of the field tests and may not use any unauthorized notes, printed materials, scratch paper, or tools.

## Use of Communications Devices

All students are prohibited from bringing cell phones and certain other electronic devices, as defined in the script below, into a classroom or other location where a State examination is being administered. Test proctors, test monitors, and school officials shall retain the right to collect and hold any prohibited electronic devices prior to the start of the field test administration. Admission to the field test shall be denied to any student who is in possession of a cell phone or other prohibited electronic device and refuses to relinquish it.

***At the beginning of each field test administration, proctors must read the following statement to all students taking State examinations:***

You cannot have any communications device, including a cell phone, with you during this examination or during any breaks (such as a restroom visit). Such devices include, but are not limited to:

- Cell phones
- iPods and MP3 players
- iPads, tablets, and other eReaders
- Personal laptops, notebooks, or any other computing devices
- Cameras, other photographic equipment, and personal scanning devices
- Wearable devices/smart wearables, including smart watches and health wearables with a display
- Headphones, headsets, or in-ear headphones such as earbuds, and
- Any other device capable of recording audio, photographic, or video content, or capable of viewing or playing back such content, or sending/receiving text, audio, or video messages

If you brought any of these items to the building today, and have not already stored it in your locker or turned it over to me, a test monitor, or school official, you must give it to me now. You may not keep your cell phone or any of these items with you, or near you, including in your pockets, backpack, desk, etc. Is there anyone who needs to give me any of these items now?

*[Proctor: repeat list of devices.]*

This is your last opportunity to do so before the test begins.

If any student is observed with any prohibited device while taking a State examination, the proctor must direct the student to turn the device over to the proctor immediately; allow the student to complete the field test (to allow for all possible outcomes of procedural due process); and report the incident promptly to the school principal.



**Note:** Some students with disabilities may use certain recording/playback devices only if this accommodation is specifically required as a provision of the student’s IEP or 504 Plan. In addition, a student may be allowed to retain an otherwise prohibited device in his or her possession, if there is documentation on file at the school from a medical practitioner that the student requires such a device during testing. Without such documentation, the general policy on communications devices as provided above is in effect, and the school may not allow the student to retain any such equipment while testing.

## Aid to Students

No one, under any circumstances, may interpret or explain field test questions to students, nor may anyone review or comment to students about the correctness or sufficiency of the students’ responses while the field tests are in progress. In response to inquiries by students concerning the meaning or interpretation of field test questions, proctors should advise students to use their own best judgment. Proctors may give students assistance only in the mechanics of taking the field tests, such as understanding that their multiple-choice responses or constructed responses must be recorded in the field test booklets. Prior to concluding the field test, the proctor should point out to the students if they have left one or more answers completely blank.

## Temporary Absence from Field Testing Room

No student may be permitted to leave and then return to the testing room during any part of the field test unless the student is accompanied by a proctor for the duration of his or her absence from the testing room.

## Emergency Evacuation of a School Building

Evacuation of a school building during testing may be required because of an emergency, such as a fire alarm or bomb threat. In any situation in which the safety of students is endangered, the principal has full authority to interrupt the field tests immediately.

If an emergency evacuation is required, school administrators should follow the below procedures.

1. If it is possible, keep students under supervision during the emergency.
2. Then, when work can be resumed safely, allow the students the necessary time to complete the field test.

## Student Cheating

Proctors must not permit students to obtain information from or give information to other students in any way during the field tests. At the conclusion of the field tests, all suspected cheating must be reported to the principal.

If a proctor suspects that such an attempt has occurred, the following actions should be taken.

- The student(s) should be warned that any further attempts will result in the termination of their field tests.
- Move students to another location, if necessary.
- If these steps fail to end attempts to obtain or give information, the proctor must notify the principal immediately and terminate the students' field tests.

If, in the judgment of the principal, a student has attempted to give aid to or obtain aid from another person during the field tests, the principal must follow the school's disciplinary procedure for student cheating and invalidate the student's field test.

## Proctoring

Proctors must follow all security protocol when supervising the field test administration.

Proctors must:

- Circulate periodically around the room during the administration of the field test, to ensure that students are recording their responses to field test questions in the proper manner and in the proper place.
- Point out to students if they have left one or more answers blank or have darkened more than one circle for the same multiple-choice question.
- Not comment to the student on the correctness or sufficiency of any answer.
- Not use cell phones or other photographic devices to duplicate field test materials, and keep their own personal communication devices put away during field testing, using them only in emergency situations.

# Concluding the Field Test Session

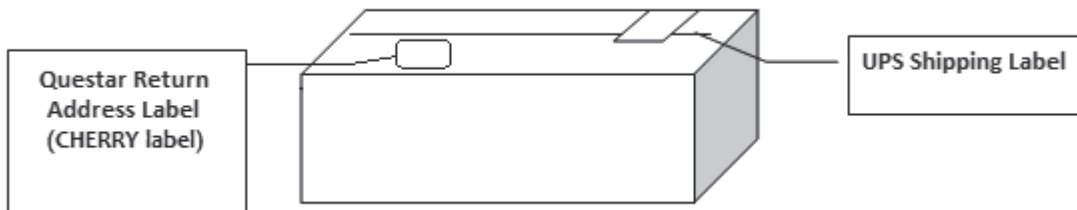
As soon as the field test session is completed, the principal must arrange for the collection, secure storage, and return of all used and unused secure field test materials (regular, translated, large type, and/or braille field test booklets and mathematics field test reference sheets). All used and unused field test booklets (regular, translated, large type, and braille) must be returned to Questar, using the return shipping materials provided.

## Administrator’s Checklist for Returning Secure Field Test Materials

At the conclusion of the field test, please follow these instructions:

- Remind school personnel of the process and important dates for returning secure field test materials to you. For each class, you should receive the following:
  - All used and unused English Language Arts or Mathematics Field Test booklets
  - All used and unused Mathematics Reference Sheets (Grades 5–8)
  - All unused pre-ID student labels
- Upon receipt of these materials, inventory all secure field test materials to ensure you received the exact number provided.
- Stack the used field test booklets by classroom, band them together, and place them in the box(es) in which the field test materials arrived from Questar.
- Complete the enclosed Header Sheet with a No. 2 pencil. Record the following in the spaces provided:
  - School and District Names
  - District BEDS Code (Optional)
  - School BEDS Code (Optional)
  - Number of Scannable Field Test Booklets Being Returned
  - Subject Field Tested
  - Grade Field Tested
- Make a copy of the Header Sheet to keep for your records.
- Package the scannable materials (used field test booklets) and Header Sheet in paper bands and place them in the shipping boxes. Label the box with the Header Sheet as “Box 1 of X” (where X is the total number of boxes).
- Consolidate the materials that should not be processed (unused field test booklets and used and unused Mathematics Reference Sheets) into the shipping boxes. Materials that will not be processed may be packed in any order and in any quantity. They do not need to be sorted, stacked, or paper-banded and do not require a Header Sheet.

- ❑ Prepare your packages for shipment.
  - All boxes need to be labeled serially—for example, “Box 1 of X,” “Box 2 of X,” “Box 3 of X,” etc. (where X is the total number of boxes).
  - Use filler-like crumpled paper or bubble wrap (no packing peanuts) to make sure that the secure field test materials do not shift during transport.
  - Tape boxes securely using heavy-duty shipping tape. We recommend at least three strips of tape across both the top and the bottom of the box to ensure the security of the contents during shipping.
  - Remove or cover up any labels still attached to boxes from the original shipment to you.
  
- ❑ Arrange for UPS to pick up the materials. If you have regular service with UPS, please alert the driver of the upcoming pickup several days in advance. If you do not have a regular UPS pickup/delivery time, call UPS at 877-536-2697 to schedule your pickup.
  - Please identify yourself to UPS as a Questar Assessment Inc. customer.
  - The UPS customer service representative will help determine if a same day or next day pickup will be scheduled.
  - Please provide the UPS representative with the number of packages and location of the pickup (e.g., loading dock, office, etc.).
  
- ❑ Attach supplied labels to your packages.
  - Attach a UPS shipping label to each package in the shipment. Keep the UPS “RETURN SERVICE CUSTOMER RECEIPT” for your records.
  - Place a CHERRY Questar Return Address Box label on the top of each box of secure field test materials being shipped. (Please refer to the diagram below, which indicates where you should place the labels.)



- In the lower left corner of each CHERRY label, record the box number for each box as “Box 1 of X,” “Box 2 of X,” etc. (where X is the total number of boxes) for the total shipment.
- ❑ Provide your box(es) to UPS for return shipment to Questar.

If you have any questions about the above process, please call Questar Customer Support at 866-997-0695.

# Appendices

# Appendix A: School Administrator’s Checklist for PBT

## Field Test Administration

### *Before Field Testing:*

- Announce field test dates in advance.
- Inventory the materials when received. Boxes used for delivering materials to your school should be kept for storing and sending completed paper-based field test booklets to Questar.
- Secure all field test materials in an appropriate safe or vault.
- Familiarize yourself with all field test materials, including this manual and the appropriate *Teacher’s Directions*. Provide copies of the *Teacher’s Directions*, prior to the day of field testing, to all teachers who will be administering the field tests. *Teacher’s Directions* are not secure, and may be distributed.
- Brief all teachers on their responsibilities and roles in field testing, and remind teachers about preparation of the classroom for field testing.
- Obtain secure field test materials from the safe or vault on the days that they will be administered.
- Prepare class materials early on in the morning of each field test.
- Ensure a secure and efficient method for distributing and collecting the secure field test materials (field test booklets, pre-ID student labels, etc.). Provide additional field test booklets, as needed.
- Keep field test materials secure throughout the field testing processes.
- Ensure that students with disabilities are provided the allowable field testing accommodations as indicated in their IEP/504 Plans.
- Ensure that English Language Learners/Multilingual Learners and eligible former English Language Learners/Multilingual Learners are provided with the field testing accommodations that the principal has determined will be provided for them.

### *After Field Testing:*

- Collect and verify the return of all field test booklets at the conclusion of field testing. Use **Appendix B** to track the return of materials to secure storage.
- Securely store all field test materials until they are ready to be returned to Questar.



## Appendix C: Mathematics Tools

### Rulers and Protractors

Schools must provide the mathematics tools that students will use with the 2018 Grades 3–8 Mathematics Field Tests. Students may use the same rulers and protractors that they use every day in the classroom, provided that the tools do not have pertinent information, such as mathematics formulas, written on them and that they meet the specifications provided below. Rulers will be used with all of the 2018 Grades 3–8 Mathematics Field Tests; protractors will be used only with the 2018 Grades 4–8 Mathematics Field Tests.

2018 Grades 3–8 Mathematics Field Tests—Specifications for Rulers:

- Rulers may be constructed of plastic, wood, metal, cardboard, or other suitable material.
- Rulers must be no shorter than 6" and no longer than 12".
- Rulers must include inch to  $\frac{1}{16}$ " subdivisions.
- Rulers must include centimeters with millimeter subdivisions.
- Rulers must be calibrated accurately with another ruler that is known to be accurate.

2018 Grades 4–8 Mathematics Field Tests—Specifications for Protractors:

- Protractors must be constructed of clear plastic and measure no shorter than  $3\frac{15}{16}$ " in diameter and no longer than  $4\frac{3}{4}$ " in diameter.
- Protractors must be calibrated accurately with another protractor that is known to be accurate.

### Calculators

Schools must provide students with hand-held calculators meeting the specifications listed below.

2018 Grades 6–8 Mathematics Field Tests—Specifications for Calculators (calculators are **not** allowed on any part of the Grades 3–5 Mathematics Field Tests):

- For Grade 6, the use of a four-function calculator with a square root key or a scientific calculator is required. For Grades 7 and 8, the use of a scientific calculator is required. **Graphing calculators are not permitted.** The use of mathematics tables is permitted only if specified in a student's IEP or 504 Plan.

When students enter the testing room, clear, reset, or disable the memory of any calculator with programming capability. If the memory of a student's calculator is password-protected and cannot be cleared, the calculator must not be used. Students may not use calculators that are capable of symbol manipulation or that can communicate with other calculators through infrared sensors, nor may students use operating manuals, instruction or formula cards, or other information concerning the operation of calculators during the field tests.



## Appendix D: Testing Accommodations for English Language Learners/Multilingual Learners

### English Language Learners/Multilingual Learners

For English Language Learners/Multilingual Learners who are not exempt from the 2018 Grades 3–8 English Language Arts and Mathematics Field Tests, schools may provide the following testing accommodations:

- *Separate Location*—Schools are encouraged to provide optimal testing environments and facilities for all students. They may administer the Grades 3–8 English Language Arts and Mathematics Field Tests to English Language Learners/Multilingual Learners individually or in small groups in a separate location.
- *Bilingual Dictionaries and Glossaries*—English Language Learners/Multilingual Learners may use bilingual dictionaries and glossaries when taking the 2018 Grades 3–8 English Language Arts and Mathematics Field Tests. These bilingual dictionaries and glossaries may provide only direct translations of words. Bilingual dictionaries or glossaries that provide definitions or explanations of words, and electronic dictionaries or glossaries with Internet access, are not permitted.

### Former English Language Learners/Multilingual Learners

Schools may provide the testing accommodations listed above to Former English Language Learners/Multilingual Learners who met the exiting criteria specified in Part 154-2 of the Regulations of the Commissioner of Education and were exited from English Language Learner/Multilingual Learner status following their participation in one of the two most recent administrations (Spring 2016 or Spring 2017) of the New York State English as a Second Language Achievement Test (NYSESLAT). Such students either achieved an overall level of Commanding on the NYSESLAT **or** achieved an overall level of Expanding on the most recent administration of the NYSESLAT **and** scored at Level 3 or higher on the New York State Grades 3–8 English Language Arts Test.

These accommodations may not be provided to Former English Language Learners/Multilingual Learners who were identified as English language proficient prior to the 2016 NYSESLAT administration.

## Appendix E: Testing Accommodations for Students with Disabilities

### Students Who Incur Disabilities Shortly Before Field Test Administration

Principals may provide certain accommodations when field testing general education students who incur an injury (e.g., broken arm) or experience the onset of either a short- or long-term disability (either cognitive or physical) within 30 days prior to field test administration. Eligibility for such accommodations is based on the principal's professional judgment. The principal may confer with CSE/504 Multi-Disciplinary Team members, the school physician, or other school personnel in making such determinations. These accommodations must not significantly change the constructs/student skills being field tested and are **limited to the following:**

- Administering the field test in a special location,
- Recording the student's answers in any manner (see Accommodations Specific to the 2018 Grades 3–8 English Language Arts Field Tests or Accommodations Specific to the 2018 Grades 3–8 Mathematics Field Tests in **Appendix F: Specific Field Testing Accommodations**), and
- Reading the field test to the student. This accommodation is allowed only for students whose vision is impaired.

### Students with IEPs or 504 Plans

In general, students with disabilities must be provided with the field testing accommodations specified in their IEPs or 504 Plans when taking these field tests. It is the principal's responsibility to ensure that students receive their field testing accommodations and that those staff who will be providing them are appropriately trained. Teachers are advised to become familiar with the accommodations specific to the particular field test being administered. As explained in this manual, only those field testing accommodations that do not alter the constructs measured by the field test are permitted on elementary- and intermediate-level State field tests.

### Large Type or Braille Editions

For students who use large type or braille editions of the tests, teachers should transcribe the students' responses onto regular field test booklets exactly as dictated or recorded. Additional information on scribing may be found on the web site of the Office of Special Education (<http://www.p12.nysed.gov/specialed/publications/>).

## Appendix F: Specific Field Testing Accommodations

### Accommodations Specific to the 2018 Grades 3–8 English Language Arts Field Tests

#### Use of Spell Checking Devices/Software

Students whose IEPs or 504 Plans specify the use of spell checking devices or software are permitted to use such devices with the 2018 Grades 3–8 English Language Arts Field Tests.

#### Test Read

For the 2018 Grades 3–8 English Language Arts Field Tests, students with disabilities whose IEPs/504 Plans recommend this accommodation must have field tests read to them in accordance with the testing conditions and implementation recommendations specified on the student's IEP/504 Plan. When reading a field test to a student with a disability, the field test should be read in its entirety, which includes directions, passages, and questions. The field test must be read in a neutral manner, without intonation or emphasis, and without otherwise drawing attention to key words or phrases. Passages and questions must be read word for word, without any clarification or explanation. Unless the IEP/504 Plan indicates otherwise, passages, parts of passages, questions, and answer choices may be reread to the student, upon the student's request.

#### Use of Scribes

The use of scribes is an allowable accommodation for the paper-based 2018 Grades 3–8 English Language Arts Field Tests. However, the Department encourages the use of a word processor (with thesaurus application disabled) in place of a scribe. Most students have some experience with computers, and word processing allows the student more control over his or her environment, fosters independence, and is less labor intensive than using a scribe. If using a computer or word processor, be sure to delete the student's work **after** it has been printed.

When administering the paper-based 2018 Grades 3–8 English Language Arts Field Tests, scribes must use the following procedures:

- When “use of a scribe” is indicated as a testing accommodation on an IEP/504 Plan, the student may dictate responses directly to the scribe or into a recording device, which may be played back by a scribe for transcription. If a recording device is recommended to implement this testing accommodation, this should be indicated accordingly as an implementation specification on the student's IEP/504 Plan.
- Scribes must record word-for-word what the student dictates or records. Scribes may capitalize the first letter of each sentence and provide punctuation at the end of a sentence. Scribes must leave out additional punctuation (e.g., commas or quotation marks) and capitalization of proper nouns.
- A word processor may be used by a scribe to type a student's dictation, and scribes should write/type a student's dictation on every other line.
- When the student's dictation is complete, the scribe shows the student the written response and asks him or her to indicate where capitalization of proper nouns, additional punctuation, and paragraphing should be used.

- The student reads the completed dictation/transcription and indicates if there are any further changes to be scribed on the skipped lines.
- The scribe must then transfer the student's completed response into the printed field test booklet.

## Accommodations Specific to the 2018 Grades 3–8 Mathematics Field Tests

### Teacher Reading to Student

Testing accommodations in students' IEPs or 504 Plans that are reading-related—for example, reading the test to the student—are permitted for the 2018 Grades 3–8 Mathematics Field Tests. Unless the IEP or 504 Plan specifically disallows it, when reading a mathematics field test question to a student who has this accommodation, all numbers and mathematics symbols, along with words, should be spoken by the teacher to the student. For example, the symbol  $<$  should be read as "less than," and 1,211 should be read as "one thousand, two hundred, eleven." However, field test questions may never be modified or simplified, nor may teachers provide additional examples.

### Use of Scribes

The following procedures should be used to implement the testing accommodation, "use of scribe," specific to the administration of paper-based 2018 Grades 3–8 Mathematics Field Tests.

- The scribe must record what the student dictates on a separate sheet of paper.
- The scribe must ask the student to indicate exactly where the numbers need to be placed and lined up.
- The scribe must record the operational sign as dictated by the student (e.g., addition sign, subtraction sign).
- When dictating numbers, the student must indicate how the number is written and indicate place value. For example, if the student says "one thousand thirty-eight," the student should specify how that is written (e.g., one, zero, three, eight).
- When computing a problem, students must indicate to the scribe how they are making the computation and should be specific in terms of what numbers to write down, including how to record carrying. For example, when adding 23 and 9, the student should indicate the following: "9 plus 3 is 12; put down the 2 and carry the 1 above the 2."
- The scribe shows the student the written response and asks him or her to indicate if there are any further changes to be made.
- The student does not have to provide spelling, capitalization, and punctuation in word responses.
- The scribe must then transfer the student's completed response into the printed field test booklet exactly as dictated or recorded.

## Use of Manipulative Devices

Students whose IEPs or 504 Plans specify the use of manipulative devices, such as counting blocks, counters, or an abacus are permitted to use such devices with the 2018 Grades 3–8 Mathematics Field Tests.

## Use of Mathematics Spatial Boards with Large Type or Braille Editions

Students whose IEPs or 504 Plans specify the use of mathematics spatial boards are permitted to use these devices with the large type and braille editions of the 2018 Grades 3–8 Mathematics Field Tests.

## Use of Calculators and Mathematics Tables

Grades 3–5

- Because these field tests measure student proficiency involving calculations, the use of a calculator or mathematics tables is not allowed.

Grades 6–8

- For Grade 6, the use of a four-function calculator with a square root key or a scientific calculator is required. For Grades 7 and 8, the use of a scientific calculator is required. Graphing calculators are **not** permitted. The use of mathematics tables is permitted only if specified in a student's IEP or 504 Plan.







**Grades 3–8**  
**English Language Arts**  
**and Mathematics Field Tests**  
**School Administrator’s Manual**  
**for Paper-Based Field Testing**

**2018 Edition**

